

STATE OF CALIFORNIA

STEVE WESTLY,
California State Controller

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: December 22, 2003

PERSONNEL LETTER # 03-022
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **PERSONAL LEAVE PROGRAM (PLP)**

As indicated in Personnel Letter #03-021, departments are responsible for maintaining PLP eligibility on their employees' employment history records. If applicable, please key enter the appropriate PLP Earnings ID (i.e., Earnings ID 8PLP or 8PL6 for employees aligned with bargaining unit 06) on the appointment transaction for employees in bargaining units participating in the PLP. Likewise, if an employee moves to a non-participating bargaining unit, delete the PLP Earnings ID on the appointment transaction. Failure to establish or delete the PLP Earnings ID results in erroneous payments. Refer to Personnel Letter #03-021 for further details and contact information.

JRH:CH:PMAB